

Unit 5 Study Guide

Business and Technology

Part 1 Agree or Disagree

Directions Indicate whether you agree or disagree with each of the following statements by placing a check mark in the column at the right.

	Agree	Disagree
1. The physical elements of a computer system are called the hardware.	_____	_____
2. Computer language uses a system of letters, words, numbers, and symbols.	_____	_____
3. Displaced workers are those who have been transferred to a new location.	_____	_____
4. Despite advances in technology, robots exist only in science fiction movies.	_____	_____
5. A company's private computer network is called an intranet.	_____	_____
6. Videoconferencing allows people in different locations to "meet" by satellite.	_____	_____
7. The keyboard is the control center of a computer system.	_____	_____
8. Thieves who get information online about a person commit identify theft.	_____	_____

Part 2 Completion

Directions In the Answers column, write the word or words needed to complete each of the following sentences.

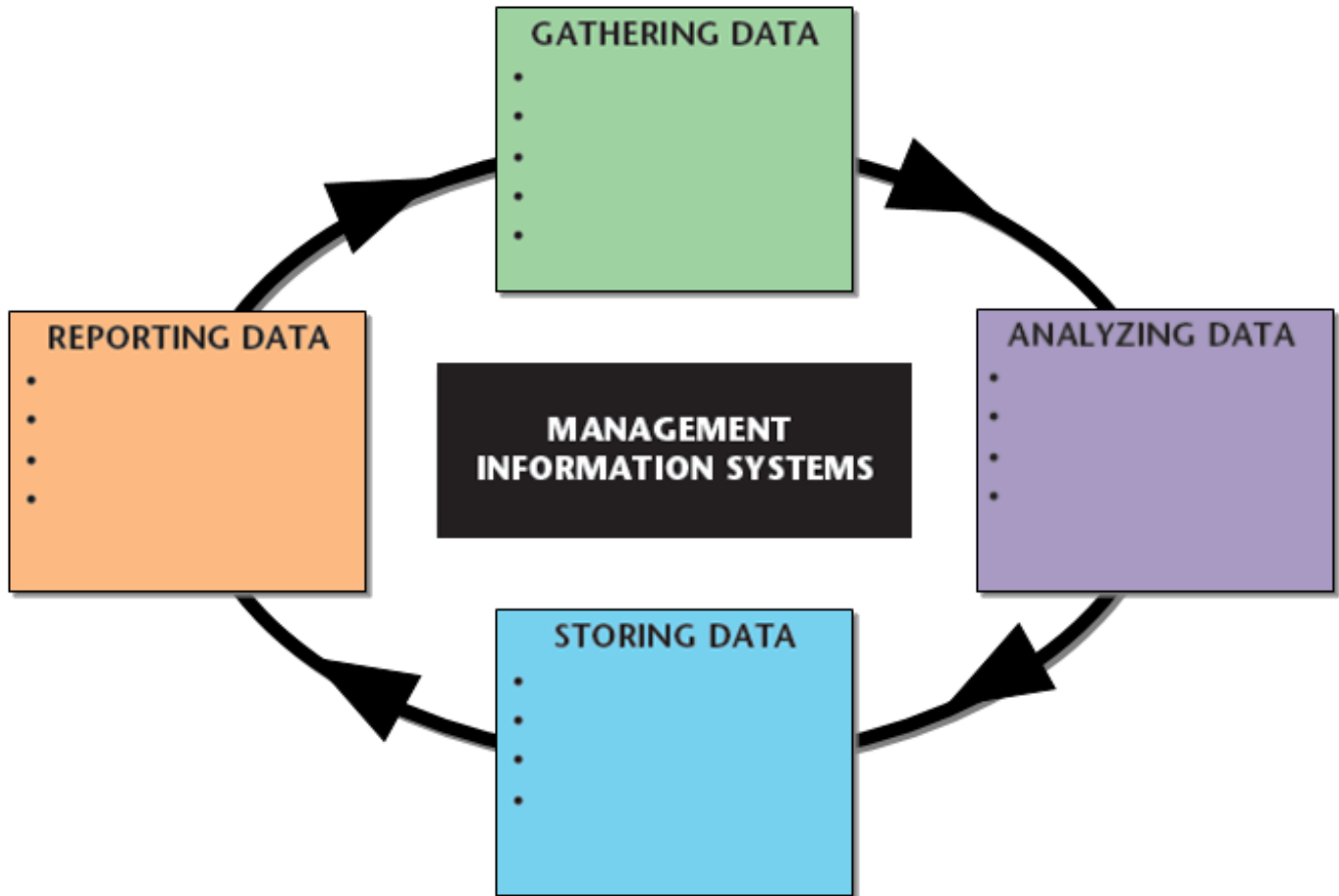
9. The (?) is the largest and best-known computer network in the world.	9. _____
10. Programs that perform specific tasks, such as accounting, are known as (?).	10. _____
11. Conducting business using the Internet or other technology is called (?).	11. _____
12. The use of (?) allows computers to reason, learn, and make decisions.	12. _____
13. Workers who are involved in (?) use a computer at home to do their job.	13. _____
14. A (?) is code hidden in a system that can damage software or stored data.	14. _____

Part 3 Matching

Directions In the Answers column, write the letter that represents the word, or group of words, that correctly completes the statement.

15. Using technology to create product styles and designs	A. spreadsheet software	15. _____
16. Programs that help solve technical problems	B. piracy	16. _____
17. Software that performs calculations	C. operating system software	17. _____
18. Translates commands and allows application programs to interact with the computer's hardware	D. computer-aided design	18. _____
19. Stealing or illegally copying software or information	E. expert system	19. _____
20. Stores data such as account balance and credit history	F. smart card	20. _____

COMPONENTS OF AN MIS



Part 5 Step By Step MANAGEMENT INFORMATION SYSTEMS

Directions: Label the following tasks in the correct order.

- _____ Update data files as needed.
- _____ Obtain facts, figures, and other data.
- _____ Distribute information reports to those who make decisions.
- _____ Identify the information needs of the organization.
- _____ Process, analyze, and organize data in a useful manner.

Name: _____ Date: _____

Part 6 Matching MANAGEMENT INFORMATION SYSTEMS INFORMATION

A - Financials **B** - Production & Inventory **C** - Marketing & Sales **D** - Human Recourses

1. ____ Customer needs, economic conditions, competitors
 2. ____ Budgets, sales reports, financial statements
 3. ____ Production summaries, tools / supplies, finished good reports
 4. ____ Salaries, employee benefits, employee evaluations
-

Part 5 Notes MANAGEMENT INFORMATION SYSTEMS

TECHNOLOGY IN SERVICE INDUSTRIES

Public Service

-
-

Educational Institutions

-
-
-
-

Health Care Facilities

-
-
-

Financial Services Industries

-
-
-

Name: _____ Date: _____

Part 6 FILL IN THE BLANK

Mechanical devices programmed to do routine tasks are called _____

An illegal act performed by office or professional workers while at work is called a _____

Robots never get tired or bored, and robots can work in situations that are _____

Computer programs that help people solve technical problems _____

Workers who are unemployed because of job changing conditions. _____

The ability to use computers to process info or solve problems. _____

Brings people together Face-to-face while miles away from each other _____

Part 7 Matching

BASIC COMPUTER SHORTCUTS

Shortcut Keys	Description or Function
	File menu options in current program.
	Edit options in current program
	Universal Help in almost every Windows program.
	Select all text.
	Cut selected item.
	Copy selected item.
	Paste selected item.
	Goes to beginning of current line.
	Goes to beginning of document.
	Goes to end of current line.
	Goes to end of document.
	Highlights from current position to beginning of line.
	Highlights from current position to end of line.
	Moves one word to the left at a time.
	Moves one word to the right at a time.

Ctrl + A	Ctrl + C	Ctrl + X	Ctrl + V	Ctrl + Left arrow
Ctrl + End	Home	End	Ctrl + Home	Ctrl + Right arrow
F1	Alt + E	Alt + F	Shift + End	Shift + Home

Activities

1. With more and more personal and confidential information being stored in computer files and databases, the crime of identity theft has become a growing concern. If thieves are able to obtain enough personal information about you, they can apply for credit accounts in your name and even withdraw money from your bank accounts. They can and have ruined the credit ratings of innocent people, and the damage sometimes has taken years to undo.

Conduct research on the topic of **IDENTITY THEFT**, and locate at least three recent articles. Using Word or Publisher, prepare a **brochure** that provides up-to-date information about the crime of identity theft and advises consumers on ways to protect themselves from becoming a victim.

2. Numerous health issues and concerns have arisen as a result of the shift to a more technology-oriented workforce. Find several articles that deal with the health-related issues of working on a computer.

Create a **flyer** to list the major health concerns and suggest ways that they might be alleviated. For example, poor posture or back pain could be the result of a poorly adjusted chair. The solution could be as simple as adjusting the height of the chair or purchasing a newer, more ergonomically designed chair. See Sample Below for Ideas

Healthy computing

Make sure your children are using the correct furniture and practice good posture and viewing habits. Adjustable desks and chairs can grow with children as they develop.

Bad computer posture



Good computer posture

Natural tilted position of the head, helps reduce tension in the back of the neck

Swing-up keyboard shelf is somewhere to rest the arms, and provides relaxation and sufficient distance from the screen

Backrest should be adapted to the back and support the lumbar region

1. Lower arms should rest on the desktop in a relaxed position

2. Seat should tilt forward by approximately two degrees; the seat depth should be positioned correctly: the thighs should not be in contact with the front edge of the seat

Computer screen should be positioned 18 and 24 inches (46 and 61 cm) away, at just below eye level

3. Lower leg should be vertical to the floor, the thigh horizontal

30 degrees

4. Desks and scholastic furniture should be height adjustable

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3. Technology has become so much a part of our everyday lives that often we fail to even think about all of the things we are able to do more easily and efficiently thanks to advances in technology. Create a **PowerPoint Presentation** listing/describing the everyday activities that are made easier by technology. Then play devil's advocate and create a list of Con's related to the technology.